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# Justice Bulletin

Montana Board of Crime Control

**Website [mbcc.state.mt.us](http://mbcc.state.mt.us)**

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408  
(406) 444-3604 (406) 444-7099 TTY (406) 444-4722 FAX*

## **Request for Proposals (RFP)**

### **#05-4 (A) Juvenile Justice Accountability Block Grant**

**FFY 2005,**

#### **Proposal Deadline:**

Applications must be postmarked, or received by the MBCC no later than **August 5, 2005 at 5 p.m.**

**Project Dates: October 1, 2005 to September 30, 2006**

## **I. Introduction**

The Montana Board of Crime Control is soliciting proposals for projects that will address priorities established by Congress under the auspices of the Juvenile Justice Accountability Block Grant Program (JABG). The Montana Board of Crime Control encourages applications from the Judicial Districts, Department of Corrections, Department of Justice, Department of Public Health and Human Services, Supreme Court, and Tribal Governments throughout the State of Montana.

Total federal funds available are approximately \$310,000. Each applicant has the option of choosing one of the 4 Purpose Areas it will target (listed below), along with the corresponding performance measures for reporting purposes.

## **II. Purpose of Grant**

The purpose of this program is to promote greater accountability in the juvenile justice system. The established four purpose areas to target with minimum performance measures are listed below. You may choose more than one performance measure but you must include the measure listed below under one of the purpose areas. For a complete list of JABG Performance Measures, see

<http://www.jrsainfo.org/jabg/index.html>

click on 'Please visit the Center for more information', click on model RFP's and scroll down to view a listing of the 16 Purpose Areas with corresponding Performance Measures.

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10. Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social service agencies to make more informed decisions regarding early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

Performance Measures:

*Output Measure:* Number and percent of staff trained in information sharing.

*Short-term Measure:* Staff time required to access client data from outside agencies.

*Intermediate Measure:* Number and percent of youth about whom information is shared across agencies.

12. Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.

Performance Measures:

*Output Measure:* Number and percent of intake units using valid and reliable risk assessments.

*Short-term Measure:* Number and percent of youth fully assessed using risk and needs assessments.

*Intermediate Measure:* Number and percent of cases assigned to alternatives to detention.

14. Establishing and maintaining restorative justice programs.

Performance Measures:

*Output Measure:* Number and percent of youth to participate in: victim offender mediation/dialogue, family group conferencing, peacemaking circles, restitution, and community service.

*Short-Term Measure:* Number and percent of offenses for which restorative justice is an option.

*Intermediate Measure:* Number and percent of youth to successfully complete their restorative justice requirements.

15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

Performance Measures:

*Output Measure:* Number of accountability programs in operation.

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*Short-term Measure:* Number and percent of youth to have a behavioral contract developed at intake.

*Intermediate Measure:* Number and percent of youth to complete their justice requirements successfully.

### **III. Eligibility**

Units of Local government such as; Judicial Districts, Department of Corrections, Department of Justice, Department of Public Health and Human Services, Supreme Court, and Tribal Governments throughout the State of Montana.

### **IV. Late Applications**

1. New project applications that are received past the due date will not be considered during the current cycle.
2. If applicable the first late submittal for continuation project applications will require appearance before the Board of Crime Control to request consideration. The second late submittal requires the application be returned and not considered during the current cycle.

### **V. Match**

Match:

10% Hard Cash Match Required

### **VI. Funding Period**

October 1, 2005 through September 30, 2006

### **VII. Limitations and Fund Use**

Review this list carefully. If you have questions, call prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs are limited to \$450 per 8-hour day without additional approval.
6. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Call for instructions regarding out-of-state travel.
7. Indirect costs are not allowable.

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8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to October 1, 2005.
12. Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.

If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (*Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*)

*Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.*

### **VIII. Application Requirements**

**All successful applicants for grant award funds from MBCC must agree to the following:**

- ☐ Submit quarterly narrative, statistical data, financial, and performance measure reports in the prescribed format according to the MBCC/YJC time frames.
- ☐ Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.
- ☐ Report performance measures using the DCTAT tool developed by OJJDP.

### **IX. Special Requirements**

Applications must address:

Performance Measures - Each JABG subgrantee is required to provide the minimum performance measurement (see Section II. Purpose of Grant) in their subgrant application relating to the purpose area chosen.

The subgrantee will be provided a copy of the JABG Performance Measurement for purpose area(s) 10, 12, 14, and 15, upon request. Please call MBCC 444-3651 for a copy of the related JABG purpose area performance measurement.

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### **X. Selection Process**

The staff of the MBCC will conduct an initial screening of the application. The fiscal staff and program manager will summarize the grant and technical information and provide a summary to the Application Review Committee of the Youth Justice Council on September 8, 2005.

The Youth Justice Council will review the recommendations at the meeting on September 28, 2005. The recommendation from the YJC will be presented to the Board at their meeting on September 29, 2005 for final action.

### **XII. Awards & Appeals**

The Application Review Committee (ARC) of the Youth Justice Council will review proposals. A notification of ARC recommendation will be provided to each applicant at least 15 days prior to the September 28, 2005 meeting of the Council. Applicants may appeal the recommendation of the Committee if there is substantive reason to do so. Requests for reconsideration (appeal) must be made in writing to the Chairman of the Board of Crime Control (or notice sent to this office) 10 days prior to the September 29, 2005 meeting of the Board of Crime Control. Appeals will be processed in accordance with YJC/MBCC policy.

### **XIII. Application Procedures**

**Requesting an Application.** Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at [www.bccdoj.doj.state.mt.us](http://www.bccdoj.doj.state.mt.us) and our e-mail address is [mbcc@state.mt.us](mailto:mbcc@state.mt.us)

**Who to Call for Assistance:** If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Stacy Purdom	444-6678	Natalee Barnes	444-3651

**Copying Requirement.** Mail the original copy of the complete application and 7 copies of the entire application before the deadline of August 5, 2005.

**Faxing.** Faxed applications will not be accepted.

**Application Check List:** Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative

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- ☐ Special Assurances and Conditions
- ☐ Position Descriptions
- ☐ Non-Profit Status
- ☐ Signature Page

**RETURN APPLICATIONS TO:**

**Montana Board of Crime Control**  
3075 North Montana Ave  
P.O. Box 201408  
Helena, MT 59620-1408

**Deadline(s).** Applications for **RFP #04-9** must be postmarked on or before **August 5, 2005 at 5 p.m.**

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 (406) 444-7099 TTY or (406) 444-4722 FAX.*